

Region IV Acadiana Area Human Services District

Board Meeting-St. Martin Hospital

April 26, 2010

Members Present: Joseph Devillier, Sydnie Mae Durand, Gwen Klorer, Patricia LaBrosse, Butch McHugh, Mary Neiheisel, John Pitre, and Bryan Vidrine.

Other: Michelle Breaux Perry, Legislative Liaison, Office of the Secretary, Louisiana Department of Health and Hospitals, Courtney Phillips, Executive Management Officer, Office of the Secretary, DHH; Rochelle Dunham, Joyce Ben, Kathy Kliebert, Jennifer Kopke (by telephone), and Tina Stefanski, Department of Health and Hospitals Regional Director.

Absent: Ronald Canino, Barry Verret (excused-called), Fred Mills, Jr., Clayton Williams.

Agenda Item	Discussion	Action
Call to Order		By Sydnie Durand at 6:15 p.m.
Roll Call	Eight members present. Two members absent, six invited guests, and two official DHH members.	Written roll call.
Quorum		Quorum present—eight of ten members in attendance.
Agenda/Amendments	Ms. Durand, Interim chair, asked for additional agenda items. No items were added.	Agenda approved.
Minutes of	Brian Vidrine moved and Mary Neiheisel seconded approval of March 22, 2010 minutes.	Approved.
Overview of DHH Program Offices- Rochelle Dunham, Kathy Kliebert, Jennifer Kopke by telephone, Tina Stefanski	Reports given by: Rochelle Dunham, Secretary for Office for Addictive Disorders, DHH Kathy Kliebert, Secretary for Office for Citizens with Developmental Disorders. Jennifer Kopke, Secretary for Office of Mental Health, DHH.	Detailed reports of services provided, service locations, population served and budgets are available in secretary's files.

Agenda Item	Discussion	Action
	Dr. Tina Stefanski (for Clayton Williams) Regional Director, DHH	
Region IV Bylaws	Bylaws had been emailed to members and hard copies were available. It was agreed that the removal clauses as stated were sufficient. Bryan Vidrine moved approval of the bylaws as distributed by email and at meeting. (See attachment). Motion seconded by Joseph Devillier.	Bylaws approved unanimously by members.
<p>Election of Officers:</p> <p>Chairperson:</p> <p>Vice Chairperson:</p> <p>Treasurer:</p> <p>Secretary:</p>	<p>Courtney Phillips conducted the nomination/election of officers.</p> <p>Sydney Mae Durand was nominated as chair by Butch McHugh and seconded by Mary Neiheisel. Nominations were closed.</p> <p>Butch McHugh was nominated as vice chairperson by Mary Neiheisel and nomination seconded by Gwen Klorer. Nominations were closed.</p> <p>John Pitre was nominated by Bryan Vidrine as Treasurer and nomination was seconded by Joseph Devillier. Nominations were closed.</p> <p>Mary Neiheisel was nominated as secretary by Butch McHugh and nomination was seconded by Joseph Devillier. Nominations were closed.</p>	<p>Members unanimously agreed to nominate only one person for each office. With only one person nominated for each office, officers were unanimously elected without a written ballot.</p> <p>Officers elected are:</p> <p>Chairperson: Sydney Mae Durand</p> <p>Vice Chairperson: George Butch McHugh</p> <p>Treasurer: John Pitre</p> <p>Secretary: Mary Neiheisel</p>
<p>New Business:</p> <p>Policies:</p>	<p>New Business issues were policies and finding a date for Governance training.</p> <p>An immediate need is to initiate the</p>	<p>Courtney Phillips distributed information about writing policies:</p> <ol style="list-style-type: none"> 1. Policy stating that the board shall set policy as a body and

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<p>Set target date for phase/Readiness Assessment</p> <p>Possible Governance Training Dates</p>	<p>writing of policies.</p> <p>An ad hoc Policy committee was appointed by the chair.</p> <p>Discussion about dates among members. Courtney Phillips stressed the need for all board members to be present at the Governance Training.</p>	<p>shall determine the process for hiring an executive director who shall be accountable to the board, as a body, for the implementation of the policies established by the board.</p> <ol style="list-style-type: none"> 2. Policy ensuring recognition that one of the functions of the board is to establish policies that reflect the mission, vision, and policies for the operation of the district. 3. Policy stating that the Board may form an ad hoc ED recruitment committee. 4. Policy specifying annual planning cycle, board self appraisal, agenda structure, types of meeting committee process, etc. <p>Members of the Policy committee are: Sydnie May Durand, Patricia LaBrosse, Butch McHugh, and Mary Neiheisel.</p> <p>Target date was not set.</p> <p>Courtney will arrange for Training on a weekend if at all possible, and if not a weekend, Friday will be the next chosen day.</p>
<p>Next Meeting Date and Location</p>	<p>Discussion about next meeting date and location.</p>	<p>May 24, 2010, at St. Martin Hospital will be the date and location of the next meeting.</p> <p>Members will explore their geographical area for other meeting locations starting in June.</p>
<p>Next Meeting Agenda Items</p>	<p>Agenda items should be submitted to Courtney for the next meeting.</p>	<p>Policies will be an agenda item.</p>

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Updates		None.
Announcements	Mary Neiheisel raised the question of notifying board members who are reaching excessive absences.	It was agreed that the secretary would notify the chair of a board member's absences and the Chair would then notify the board member.
Adjournment		Mary Neiheisel moved adjournment and Butch McHugh seconded. Meeting adjourned at 8:01 p.m.
Submitted by Secretary		<i>Mary E. Neiheisel</i> Secretary, AAHSDB